



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 31.18

Subject: Entry of Placement Information Into TNKIDS

Supersedes: None

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 07/01/03

Revision date:

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-107

Policy

Placement information for children/youth in DCS custody shall be entered into TNKIDS within three (3) calendar days of the child/youth's placement.

Procedures

A. TNKIDS entry requirements

1. If the third calendar day occurs on the weekend or an official state holiday, the placement information shall be entered into TNKIDS by the end of the next official business day.
2. The above procedure shall apply to all placements whether it is an Initial placement or a placement resulting from a:
 - a) Disruption,
 - b) Step-down to a lower level program, or
 - c) Change in foster homes
3. Temporary respite care shall not be added as a new placement in TNKIDS but will be entered in the case recordings documenting the respite placement. Respite care is designed to give a foster parent a short-term break

and is not an emergency placement.

4. All emergency placements must be entered into TNKIDS.

Forms

None

Collateral Documents

None

Standards

None